

# NYUController'sConnection

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## *News from the Office of Controller*

February 1, 2019

### Federal Work Study Timesheet Approval

As a reminder - Federal guidelines require that all FWS hours be certified, reconciled, and approved by the student's supervisor in order to use the Federal funds.

- In the event that a FWS student's time sheet is not approved in myTime before the payroll deadline, **the unapproved hours worked will be automatically be charged to a non-federal work study salary account (default chartfield) in PeopleSync for the appropriate school or unit, instead of being charged to the FWS program.**
- Approvers will have the ability to go back two pay periods to amend/approve unapproved time sheets to correct the chartfield.
- Unapproved time sheets that go back further than two pay periods will require a retro amendment/approval by your HRO.
  - Fiscal Officers will then be required to create a Payroll Accounting Adjustment to correct the hours erroneously charged to default chartfield.

If you have any questions, please contact PeopleLink by [email](#) or phone (212-992-5465).



### Creation of New Org in FAME

Upon the creation of a new org in FAME for your school/unit, please ensure it is added to an appropriate individual's authority in the delegation database. Failure to add new orgs to the delegation database could result in delayed approvals in i-Buy NYU. Please contact [Louis Curcio](#) with any questions.



### Bursar Staffing Update

After serving the Bursar's Office for **45 years**, John Wanek has decided to retire; March 1<sup>st</sup> will be his last day. John has been with the Bursar's Office since he started in 1974 as a part-time student worker and became a full-time employee in 1977. We have been very fortunate to have John on our team and wish him all the very best in his future endeavors.



### NYU Cash Management Policy

The new [Cash Management Policy](#) has been implemented to ensure that appropriate internal controls and best practices are utilized in the handling, receiving, safeguarding, transporting, depositing, and accounting of the University's cash assets. The Bursar's Office will be emailing fiscal officers and departments with high-volume cash activities to schedule training and a review of best practices. In the meantime, please contact [Bursar Cashiering](#) with any questions.



## Research Administration - On-Line Training

Sponsored Programs Administration (SPA) has an on-line learning series designed especially for research administrators hosted on iLearn (**SPA 000: SPA Handbook Learning Series**).

This program, which was developed collaboratively with the Office of Sponsored Programs (OSP), consists of eighteen course modules covering nearly all the major policies and procedures found in the [SPA Handbook](#).

Developed as a comprehensive iLearn curriculum for those involved in grants administration, these trainings are organized to carefully follow the post award life-cycle of a grant. The running time of the entire curriculum is 3 hours and 50 minutes. The trainings are created to allow a participant to go through all eighteen modules at their own pace. Upon completion of all eighteen courses, the participant will receive a *Certificate of Completion in Post Award Policies and Procedures from New York University's Sponsored Programs Administration*.

As you take these iLearn courses, please let us know if you have any ideas for improving the learning experience. Please submit feedback to [Jose Roman](#) directly.



## Utilizing Standing Orders

A helpful tool to remedy the “invoice before purchase order” challenge is the Standing Order. Standing Orders should be used in i-Buy NYU when:

1. The purchase is repetitive, for specified services or items, from the same supplier over the period of up to one year, or on a monthly basis.
2. For the purpose of obtaining more favorable pricing through volume commitments.
3. Has a contract with negotiated pricing in place with the supplier.

Standing Orders can be especially useful in situations where many small dollar purchases are made throughout the semester or academic year with the same vendor. An estimated dollar value must be determined for the period of work.



## Policy on “Aged” Requisitions

As part of its compliance and best practices program, Procurement reviews “aged” requisitions in i-Buy NYU on a monthly basis. The criteria for an “aged” requisition are any **unapproved** requisition **over 3 months old**. Procurement makes three attempts to contact any or all of the stakeholders for the requisition (requestor, approver, fiscal officer). Once three attempts are made with no response **and** the requisition is over 6 months old, Procurement will return the requisition to the requestor.